Computer Technology II

Levels: **Grades 10-12**
Units of Credit: **0.50**
CIP Code: **52-0419**
Core Code: **32-02-00-00-216**
Prerequisite: **Computer Technology, Computer Technology Concurrent Enrollment, or passed all 3 sections of IC3 Test**
Skill Test: **# 251**

COURSE DESCRIPTION

This course applies advanced concepts and principles using word processing, spreadsheets, databases, and electronic presentation software. Students will integrate applications learned. This course builds on skills included in Computer Technology.

CORE STANDARDS, OBJECTIVES, AND INDICATORS

STANDARD 1
Students will apply features in a variety of applications.

Objective 1: Identify and change default settings.

Objective 2: Identify and customize screen components (toolbars, ruler, status bar, document window, task pane, etc.) in each application.

Objective 3: Graphic Objects (examples: clipart, pictures, WordArt, drawing tools, text boxes)
   a. Change size
   b. Text wrapping
   c. Borders and shading
   d. Rotate

Objective 4: Headers and footers, spell check, zoom and view, format painter.

STANDARD 2
Students will build on word processing skills to create and edit documents using advanced features.

Objective 1: Review word processing skills learned in Computer Technology. (see Standards and Objectives for Computer Technology Standard 0000-03)

Objective 2: Tables
   a. Create
   b. Insert and delete rows/columns
   c. Merge and split cells
   d. Enhance appearance with borders and shading/color
   e. Sort data

Objective 3: References
   a. Hanging indent
   b. Footnotes/Endnotes
   c. Bibliography/work cited
   d. In-text citations

Objective 4: Formatting and Page Layout
   a.   Section and page breaks
   b.   Headers and footers
   c.   Page numbering
   d.   Columns
   e.   Tabs
   f.   Apply and modify styles

Objective 5: Mail Merge
   a.   Create a data source
   b.   Create a main document and insert merge fields
   c.   Merge a main document and data source

STANDARD 3
Students will build on spreadsheet skills to create and edit worksheets.

Objective 1: Review spreadsheet skills learned in Computer Technology (see Standards and Objectives for Computer Technology Standard 0000-04)

Objective 2: Formatting and Layout
   a.   Cell alignment (horizontal, vertical, rotate, wrap text, merge cells)
   b.   Number formatting
   c.   Conditional formatting
   d.   Insert, move, delete, and copy portions of a worksheet
   e.   Apply and modify styles
   f.   Change page orientation
   g.   Freeze panes and split window
   h.   Manipulate worksheet tabs (insert, rename, delete, move, color, etc.)
   i.   Fill data in a row or column (formulas, series, etc.)

Objective 3: Formulas and Functions
   a.   Create formulas
   b.   Relative and absolute cell references
   c.   Functions: MAX, MIN, COUNT, IF, VLOOKUP, HLOOKUP

Objective 4: Charts
   a.   Create charts to appropriately represent data (pie, bar, column, line, etc.)
   b.   Place chart as an object in current worksheet or in a new sheet
   c.   Format chart elements (legends, titles, borders, fill, etc.)

Objective 5: Database Features
   a.   Sort in ascending/descending order and by multiple fields
   b.   Define and apply filters
   c.   Subtotals
   d.   Lists

Objective 6: Printing
   a.   Fit worksheet to specified number of pages (scaling)
   b.   Formulas
   c.   Gridlines and row/column headings
   d.   Selection of cells
   e.   Multiple sheets
   f.   Repeat rows and/or columns

STANDARD 4
Students will build on electronic presentation skills to create and edit slide shows.

Objective 1: Review presentation skills learned in Computer Technology (see Standards and Objectives for Computer Technology Standard 0000-08)

Objective 2: Create and Modify
  a. Apply appropriate design principles (professional business presentation)
  b. Customize slide master
  c. Apply custom animation and transitions
  d. Insert objects (clipart, picture, table, chart, diagram, sound, and video)
  e. Insert hyperlinks and action buttons
  f. Add speaker notes to slides

Objective 3: Presenting a Slide Show
  a. Print handouts, speaker notes, and outlines
  b. Oral presentation skills

STANDARD 5
Students will acquire database skills to manage data.

Objective 1: Create and Manage Tables
  a. Define databases and database management systems
  b. Define database terminology (field, record, table, primary key, etc.)
  c. Create database
  d. Create and enter data in a table
  e. Restructure (add and delete fields, change field names and properties, etc.)
  f. Preview and print

Objective 2: Queries
  a. Create in design view and using wizard
  b. Edit (add, delete, move, and hide fields)
  c. Use criteria (text, wildcard, numeric, compound, and comparison operators)
  d. Sort
  e. Change field properties
  f. Preview and print

Objective 3: Reports
  a. Create using wizard
  b. Preview and print

STANDARD 6
Students will integrate word processing, spreadsheet, and electronic presentation software.